

# UNIVERSITY HUMAN RESOURCES ADMINISTRATOR

Job Posted: May 27, 2014

Search Number: MC14-003

Reporting to the Director of Employee and Labor Relations, the University Human Resources Administrator manages and coordinates human resources functions and labor relations activities; interprets and administers pertinent statutes, collective bargaining agreements policies and regulations; oversees and manages the recruitment and employment of classified staff in accordance with Department of Administrative Services (DAS) guidelines and Collective Bargaining Agreements; oversees the process and provides guidance on the federal and state Family and Medical Leave Act (FMLA) and Workers' Compensation (WC); performs job analysis in support of classification requests; oversees the process for student employment, may oversee the process for retirements and supervises human resources staff.

## QUALIFICATIONS:

A Bachelor's degree and five or more years of professional experience in human resource management. Demonstrated knowledge of employment laws and regulations and the principles and practices of sound human resources management. Demonstrated ability to interpret and effectively apply the terms and conditions of multiple collective bargaining agreements in concert with a variety of labor laws and regulations, experience in overseeing FMLA/WC, ability to provide advice to managers on various HR related issues, experience in processing retirements, strong organizational skills and ability to manage multiple tasks. Experience in higher education preferred.

## APPLICATION:

Please send electronically a cover letter, resume and the names and addresses of three professional references to: Ms. Kim Massores, Office of Human Resources at [Massoresk1@southernct.edu](mailto:Massoresk1@southernct.edu). Please reference the title **University Human Resources Administrator** in the subject line. Review of applications will begin June 10, 2014 and the position will remain open until filled.

SCSU is an Affirmative Action/Equal Opportunity employer. The University seeks to enhance the diversity of its faculty and staff. People of color, women and persons with disabilities are strongly encouraged to apply.